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File

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	ADDRESS	INITIALS	DATE
1	Mr. [REDACTED] Assistant to DD/I (Admin.)		
2	351 Admin. Bldg.		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

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Remarks:

En:

Here is a copy of my memorandum transmitting to OSI a revised records control schedule. This was done at the request of [REDACTED] some time ago.

This is a very significant accomplishment. It is one that I like to point out to all offices of the Agency as an example of what can be done when prompt attention is given to the records management functions.

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FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[REDACTED]			9/17/56
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FORM NO. 237
1 APR 55Replaces Form 30-4
which may be used.

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